

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 11-15

December 2, 2010

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Supervisory Field Examiner Vacancy
Region 9, Cincinnati

There is a GS-14 Supervisory Field Examiner Vacancy in Region 9, Cincinnati.¹ Eligible professionals who desire to be considered for this position should submit applications to the attention of Secretary to Deputy Associate General Counsel, Crystal Roberts on or before January 7, 2011. All applicants must have served at least one year at the GS-13 Field Examiner level.

Pursuant to Memorandum OM 10-14, applicants² should address each of the rating and ranking factors set forth below and should limit their responses to the equivalent of one typewritten page per rating factor. In addition, applicants should state what awards they have received within the last 5 years prior to the application date. The rating and ranking panel will review each applicant's submission, her/his most recent appraisal and the summary rating from the applicant's second most recent appraisal. This is the entire package that will be reviewed.

Applicants will be evaluated by determining the extent to which their experience, training, awards and performance appraisals indicate they possess the knowledge, skills, and abilities and other characteristics described below.

- A. Demonstrated knowledge of, as well as, analytical and decision making ability concerning the National Labor Relations Act, NLRB procedures, and familiarity with related court procedures and state statutes applicable to NLRB compliance activities.
- B. Demonstrated knowledge of Regional Office Operations (Field experience).
- C. Demonstrated supervisory experience and ability in Regional Office or comparable activities, including supervision of subordinates, labor

¹ All applicants must have served at least one year at the GS-13 Field Examiner level.

² Applicants who have their names on the write-in register for this position must also follow these procedures.

relations, training, and employee development. Interpersonal skills are to be considered in this factor.

- D. Demonstrated ability in written and oral communication.
- E. Demonstrated ability to timely and appropriately complete multiple assignments.

Applicants who have their names on the write-in register for the position must also follow these procedures.

Any questions regarding these requirements may be discussed with me or your Assistant General Counsel or Deputy.

/s/
R. A. S.

cc: NLRBU